

Northern Rockies Coordinating Group

Aviation Committee Charter

Mission Statement:

To provide cooperative interagency aviation expertise in support of wildland fire management in Montana, Northern Idaho, and North Dakota. Primary focus of this Committee will be aviation safety to include management and operations oversight.

Membership:

The Aviation Committee will be composed of the aviation leadership from each of the following agencies: USDA Forest Service, USDI Bureau of Indian Affairs, USDI Bureau of Land Management, USDI National Park Service, USDI Fish and Wildlife Service, Montana Department of Natural Resources & Conservation, and Idaho Department of Lands. Representatives from the NRCG Operations group, Dispatching group and the National Business Centers (NBC) Aviation Management Directorate (AMD) Office will be assigned as designated ad hoc members of this committee to assist with specific issues when they occur. Representatives from other aviation user agencies may be invited to participate in meetings as they are needed.

Purpose:

1. Identify key aviation issues and recommend actions to mitigate problems related to interagency fire programs.
2. Complete assigned tasks in an effective and timely manner.
 - A. Perform a complete analysis of issue/assigned task.
 - B. Develop pro-active recommendations and include alternatives, with supporting documentation for consideration by the NRCG Board of Directors (BOD).
 - C. Present finding to the BOD within time frames assigned.
3. Maintain a focus of providing the safest, most cost effective aviation services available for the entire NRCG membership.
4. Serves as the source of expertise for the NRCG membership, providing technical advice and managerial oversight with the major emphasis on safety.

Officers:

The Aviation Working Committee will elect a Chairperson and Vice-Chairperson for one-year terms. When the Chairperson term expires the Vice Chairperson will assume the role as Chairperson for the next following one year term and a new Vice Chairperson will be elected Etc. This will maintain some consistency to the committee as the officers terms end.

Officer Duties and Responsibilities:

Chairperson

1. Responsible for administrative action to ensure attainment of the mission established for the Team. Assign tasks within the Committee as needed for timely completion.
2. Establish time and place for all Committee meetings.
3. Request subject matter experts or other agency representatives as needed to advise the Committee.
4. Represents the Aviation Committee in dealing with the NRCG BOD.
5. Ensure all materials are well prepared and presented to the Board of Directors in a format easily understood by non-technical members.

Vice-Chairperson

1. Assume all duties and responsibilities of Chairperson during absence of the Chairperson or at the request of the Chair of the Board of Directors.
2. Act as a clearinghouse for progress reports, recommendations, and information on Committee activities. Record, edit, file, and distribute Committee meeting notes.

Committee Members

1. Responsible for progress reports to the Chairperson and completion of assignments in a timely manner.
2. Assist the Chairperson or Vice-Chairperson as requested. Review and provide comments on information submitted by other Committee members.
3. Serves as a liaison between the Committee and agency personnel to inform them of group actions and field input from field offices. Assists the Committee in the implementation of actions when appropriate and assigned by the Chairperson.

Meetings:

Regular Committee meetings will be held at least semi-annually or more frequently if deemed necessary.

Subcommittees:

Board of Directors approval is necessary for subcommittees requiring additional agency personnel.

Approved by the NRCG membership:

/s/ David Geyer
Chair, NRCG

01/17/2008
Date